



2019 SESSION AIDE: Senator's Office

<u>Summary:</u>	Full time 8AM-5PM Monday -Friday, session-only position (January 7 through April 2019).
<u>Mission Statement:</u>	To provide the highest quality office support to the senator and the senator's legislative assistant to successfully fulfill the obligations of the members elected position.
<u>Compensation:</u>	Salary \$2768/month. Benefits are not provided.
<u>Reports to:</u>	Senator and their legislative assistant
<u>Typical Work:</u>	Answer multi-line phone; greet and direct office visitors; open and sort mail; respond to e-mail inquiries as directed by the Legislative Assistant; communicate with constituents on case work and legislation and conduct research to respond appropriately to constituents' inquiries and follow each through to conclusion; track progression of senator's bills through the legislative process, including following-up on committee hearings; assist legislative assistant in maintaining senator's schedule; prepare and maintain bill files; perform other work as required.
<u>Knowledge of:</u>	Legislative process; general office practices and decorum, Microsoft Office Suite.
<u>Ability to:</u>	Exercise professional judgment and discretion, maintain confidentiality; communicate effectively, both orally and in writing; work cooperatively under the direction of the senator and their legislative assistant.
<u>Experience:</u>	<p>One year of office/administrative experience or one year of post high-school education and one year of experience.</p> <p>OR</p> <p>Acceptable education, experience, and knowledge as determined by the Chief of Staff in consultation with the Secretary of the Senate.</p>

Please submit your **resume and a letter of interest** via e-mail to james.martin@leg.wa.gov, with the title/subject reading **2019 SRC Senator Session Aide** or you may send a copy of your resume and supplemental materials to:

Jimmy Martin
Senate Republican Caucus
PO Box 40462
Olympia, WA 98504-0464

DEADLINE: Friday December 7, 2018

The Washington State Senate is an equal opportunity employer.